

Establishment Circular Letter No. 09/2008

25 August, 2008

Vice-Chancellors of Universities,
Rectors of Campuses,
Directors of Institutes

SCHEMES OF RECRUITMENT /PROMOTION FOR ASSOCIATE PROFESSOR/PROFESSOR

Your attention is drawn to Schemes of Recruitment sent along with Commission Circular No.869 of 30th November 2005 and Establishments Circular Letter No. 07/2007 of 11th September, 2007 on the above subject..

2. The Commission at its 757th meeting held on 05th June 2008 decided to amend the paragraph 4 under the *Method of Evaluation* in the scheme of recruitment for the Post of Associate Professor (All Faculties - B 02) stipulated in Commission Circular No. 869 of 30th November, 2005, as follows:

"The Senate shall appoint a Panel of three (3) Senior Professors/Professors with speciality in the relevant field and the Dean of the relevant Faculty to evaluate the Educational Activities and Dissemination of Knowledge & Contribution to University & National Development (Sections 1, 3.2 **and 3.3** of the Marking Scheme.) Whenever possible this Panel should include at least one person from outside the Institution and one from within the institution but outside the Faculty. The Dean of the Faculty shall chair the Panel. However, if the Dean of a Faculty is the applicant, an additional Senior

Professor/Professor shall be appointed to the panel and a suitable Chairman shall be elected in his place by the members of the panel. Where the relevant Department Head is not the candidate and is not appointed to the panel, he shall be an observer. This Senate appointed Panel while allocating marks should submit a report to the Selection Committee regarding the applicant's teaching ability, service to the university, profession, industry, national development, community etc. and leadership qualities. The Panel shall request the applicant to make a presentation on a topic chosen by the applicant to assess the teaching and overall communication abilities of the candidate."

3. The Commission has further decided to amend the first part of paragraph 07 appearing under *Method of Selection* of the same scheme of recruitment as stated below :-

"Method of Selection

Candidates with the required qualifications shall be requested to appear before a Selection Committee. The Selection Committee shall consist of as stipulated in Section 6(2) of Commission Circular 166.

- The Principal Executive Officer who shall be Chairman.
- Two nominees appointed by the Commission.
- Two nominees of the University Council who were appointed to the Council by the Commission.
- The Dean of the relevant Faculty.
- The Head of the relevant Department.
- ***Two Senior Professors/Professors appointed by the Senate from among its members with knowledge of the subject at least at degree level.***

4. The other provisions in Commission Circular No. 869, as amended, will remain unchanged.

5. Please take action accordingly.

(Prof.Gamini Samaranayake)
Chairman

Cc:

1. Chairman's Office/UGC
2. Vice-Chairman/UGC
3. Members of the UGC
4. Secretary/UGC
5. Deans of Faculties
6. Registrars of Universities
7. Financial Controller/UGC
8. Bursars of Universities
9. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes.
10. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
11. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
12. Chief Internal Auditor/UGC
13. Govt. Audit Superintendents of Universities
14. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
15. Secretaries of Trade Unions
16. Auditor-General

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